

MEMORANDUM FOR: All OTR Unit Chiefs

STATINTL

FROM: [REDACTED]
Chief, Plans and Resources Staff

SUBJECT: Documents Forwarded to or from Field
Stations, Based on OTR Requirements

1. A DDA Task Force named CRAFT, Clandestine Records Application Field Terminal, is seeking to identify items that result in paper flow to, from, and between field stations. This action is being taken preparatory to determining what would be involved in automating correspondence to field stations and bases.

2. OTR has been asked to participate in this exercise and to identify paperwork, correspondence, reports, etc., which are generated because of regulations/requirements peculiar to OTR.

3. Please complete the attached form identifying all OTR correspondence/reports peculiar to OTR and forward the completed forms to C/PRS by 4 November 1977. It will be necessary to duplicate the attached forms in order to report separately on each type of correspondence applicable to your unit.

[REDACTED]

STATINTL

Attachment

S E C R E T
(When filled in)

1. Identify report, correspondence, regulation, data, etc. by name and briefly describe purpose.

2. Prepared by:

Headquarters (Name Component _____)
 Field station (all stations _____, only class _____, only stations in _____ Division)
 External (covert asset _____, liaison _____, other U.S. Agency _____)

3. Destination:

Headquarters (Name Component _____)
 Field station (all stations _____, only class _____, only stations in _____ Division)
 External (covert asset _____, liaison _____, other U.S. Agency _____)

4. Source of requirement:

Legal (U.S. Law)
 Regulation
 Notice
 Instruction
 Agreement (describe) _____
 Special (describe) _____
 Operational development
 Other (specify) _____

5. Type of information conveyed:

Primarily narrative
 Narrative and numeric
 Primarily numeric
 Other (specify, e.g. photo) _____

S E C R E T
(When filled in)

Z-IMPORT CL BY 019287

6. Sensitivity:

Routine
 RYBAT
 P&L
 Special Clearance (codeword, etc.)

7. Format:

Free
 Prescribed
 Preprinted form

8. Frequency of preparation:

Daily Monthly Annually
 Weekly Quarterly Other (specify) _____
 Biweekly Semiannually

9. Mode of transmission:

Pouch
 Telepouch
 Cable

10. Page size:

8-1/2 x 11 Card
 8-1/2 x 14 Other (specify) _____

11. Average message length:

1-2 pages 9-10 pages
 3-4 pages 11-25 pages
 5-6 pages other (specify) _____
 7-8 pages Highly variable

12. Mode of retention:

Paper
 Film
 Digital

13. Automated system in which currently processed and/or stored, if any. Specify system by name. _____

14. Desired time of retention at Headquarters:

<input type="checkbox"/> 2 weeks or less	<input type="checkbox"/> 4-6 months
<input type="checkbox"/> 1 month	<input type="checkbox"/> 7-12 months
<input type="checkbox"/> 2-3 months	<input type="checkbox"/> Other (specify) _____

15. Desired time of retention in the Field:

<input type="checkbox"/> 2 Weeks or less	<input type="checkbox"/> 7-12 months
<input type="checkbox"/> 1 month	<input type="checkbox"/> Other (specify) _____
<input type="checkbox"/> 4-6 months	

16. Foreign text:

<input type="checkbox"/> Usually
<input type="checkbox"/> Occasionally
<input type="checkbox"/> Never

17. Frequency of access by Headquarters:

<input type="checkbox"/> Daily	<input type="checkbox"/> Monthly
<input type="checkbox"/> Weekly	<input type="checkbox"/> Quarterly
<input type="checkbox"/> Biweekly	<input type="checkbox"/> Semiannually
	<input type="checkbox"/> Annually
	<input type="checkbox"/> Other (specify) _____

18. Frequency of access by the field (station personnel ___, covert asset ___, liaison ___, other Agency ___):

<input type="checkbox"/> Daily	<input type="checkbox"/> Monthly
<input type="checkbox"/> Weekly	<input type="checkbox"/> Quarterly
<input type="checkbox"/> Biweekly	<input type="checkbox"/> Semiannually
	<input type="checkbox"/> Annually
	<input type="checkbox"/> Other (specify) _____